

## BOOTH RULES AND REGULATIONS

**Booth Approval:** ALL booths, regardless of booth type, are required to submit their Booth Approval Form along with diagrams or pictures for **approval by September 25, 2018**. Access the Booth Approval Form [here](#).

**Carpet/Flooring:** All booths REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through Freeman or exhibitors can bring their own flooring.)

**Storage:** Fire regulations prohibit storage behind drapery. 1 day's storage can be in the booth, additional storage must be ordered from Freeman in the Exhibitor Services Kit (ESK) at an additional cost.

### In-Line Booths

In-Line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. (10ft x 10ft, 10ft x 20ft, etc.) (3.05m x 3.05m, 3.05m x 6.10m, etc.)

- **In-Line Booth:** Generally arranged in a straight line with neighboring exhibitors on their immediate right and left leaving only one side exposed to the aisle. Individual booths may be combined to form a larger In-Line booth space.
- **Corner Booth:** In-Line booth exposed on two sides with an immediate neighbor on one side (all guidelines for In-Line booths apply).

### Peninsula Booth

Exhibit with two or more standard booths (10ft x 10ft) (3.05m x 3.05m) with aisles on three sides. There are two types of Peninsula Booths.

- **Peninsula Booth:** Backs up to another Peninsula Booth, the two booths share a common back wall drape 8ft 3in (2.5m) high.
- **End-Cap Peninsula Booth:** The exhibiting booth backs to the side wall of two In-Line booths. (Only applies to 20ft x 20ft booth) (6.10m x 6.10m)

### Island Booth

- Exhibit space enclosed by aisles on all four sides of the booth space. Island booths do not include drapery. Drapery can be ordered at an additional cost from Freeman if needed.

### Multi-Story Booth

Exhibit spaces that have a 2nd-story.

### Canopy / Ceiling Regulations

An exhibit component supported over an exhibitor's space for decorative purposes only.

### Pop-Up Tent

Pop-Up Tents are collapsible frames with four legs and a canvas cover. **Pop-Up tents are not allowed.**

### Hanging Signs and Ceiling Rigging

- **Hanging Signs – See booth space for details.**
- **Lighting/Truss –** Hanging truss or suspending lights from facility ceiling requires approval.
- Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit.

**Additional questions or clarification should be directed to your Client Services Specialist.**

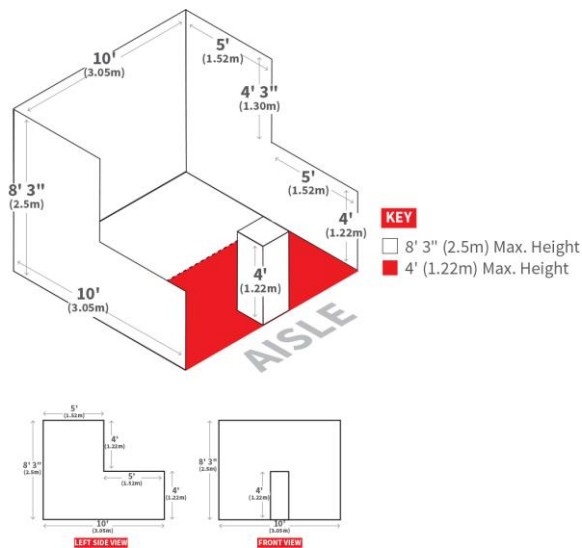
Please remember building fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Rules and Regulations are subject to change.

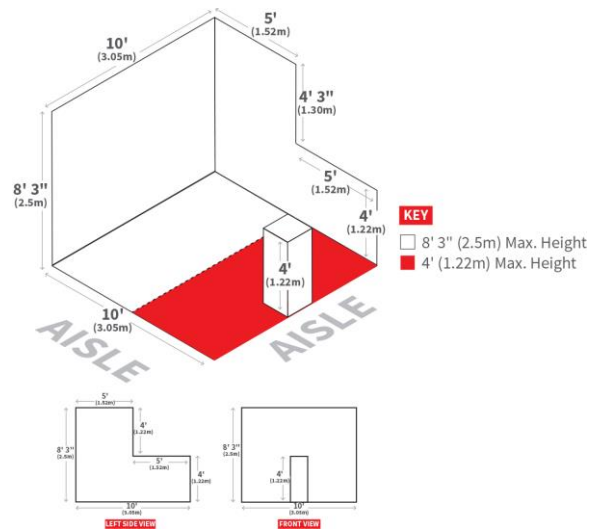
# In-Line Booths

## RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Hanging signs are not allowed in In-Line Booths.
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red area of diagram) as it blocks sight line.
- Rear of booth (maximum of 5ft (1.52m) from the back drape in a 10ft x 10ft (3.05m x 3.05m) booth or maximum of 4ft (1.22m) in an 8ft x 10ft booth (2.43m x 3.05m) cannot exceed 8ft 3in (2.5m) in height.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished carpentry.
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10ft x 10ft (3.05m x 3.05m) In-Line

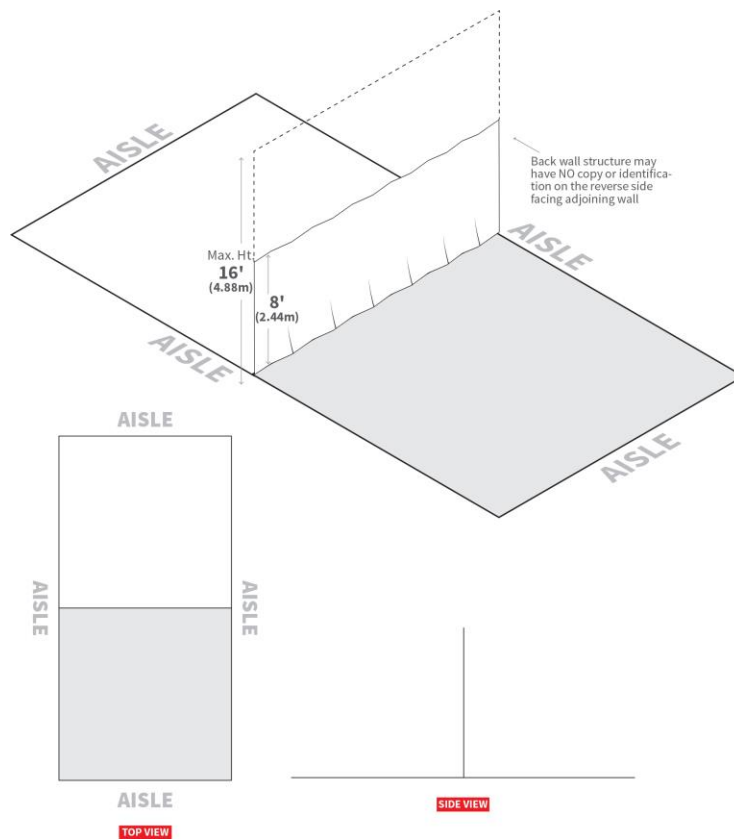


10ft x 10ft (3.05m x 3.05m) Corner

# Peninsula Booth

## RULES

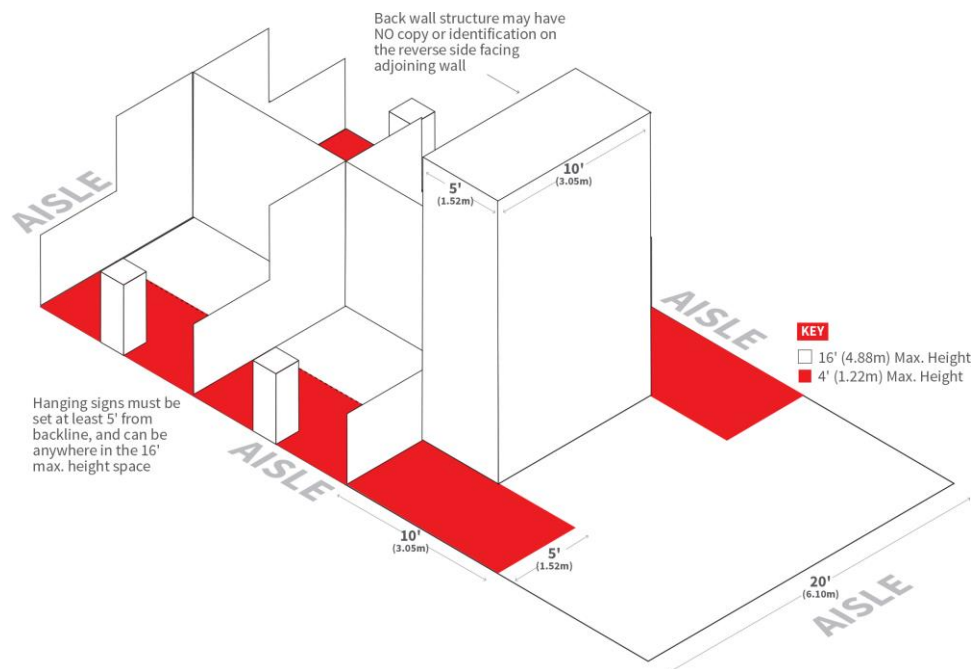
- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- No Pop-Up Tents allowed.
- Hanging signs must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor. Booth height may not exceed 16ft (4.88m).
- Booths share a back-wall drape of 8ft 3in (2.5m) high.
- Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The back wall of any booth must be finished carpentry on the back side facing other booths.
- Hanging Signs are allowed with approval.



# End-Cap Peninsula Booth

## RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- No Pop-Up Tents allowed.
- Hanging signs must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Sixteen feet (16ft) (4.88m) is the maximum height allowance, including signage for the center portion of the back wall (where ceiling heights permit).
- When an End-Cap Peninsula Booth backs up to two In-Line booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining In-Line booths.
- The back wall of any booth must be finished carpentry on the back side facing other booths. Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The center portion of the structure may extend from the back of the booth to the aisle.
- Hanging Signs are allowed with approval.
- \*Rules only apply to 20ft x 20ft booth. (6.10m x 6.10m)

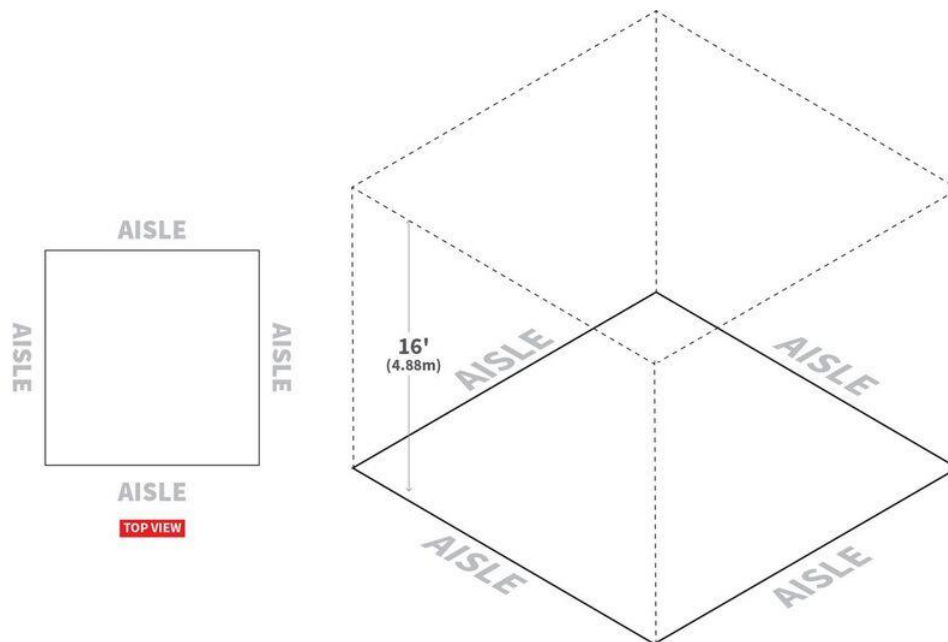


20ft x 20ft (6.10m x 6.10m) End-Cap Peninsula  
Hanging Sign Allowed

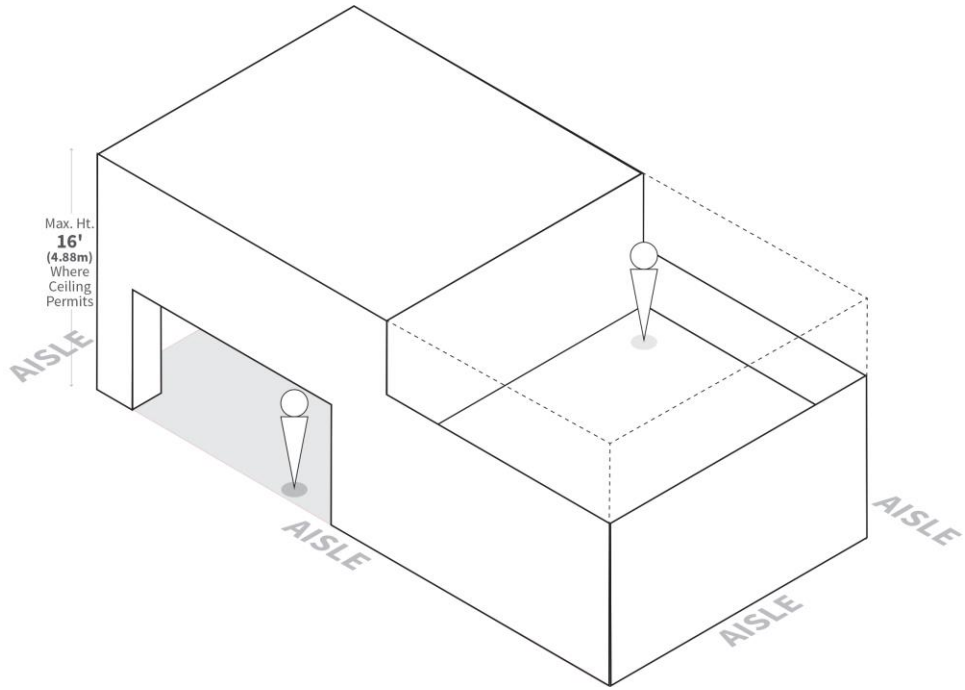
# Island Booth

## RULES

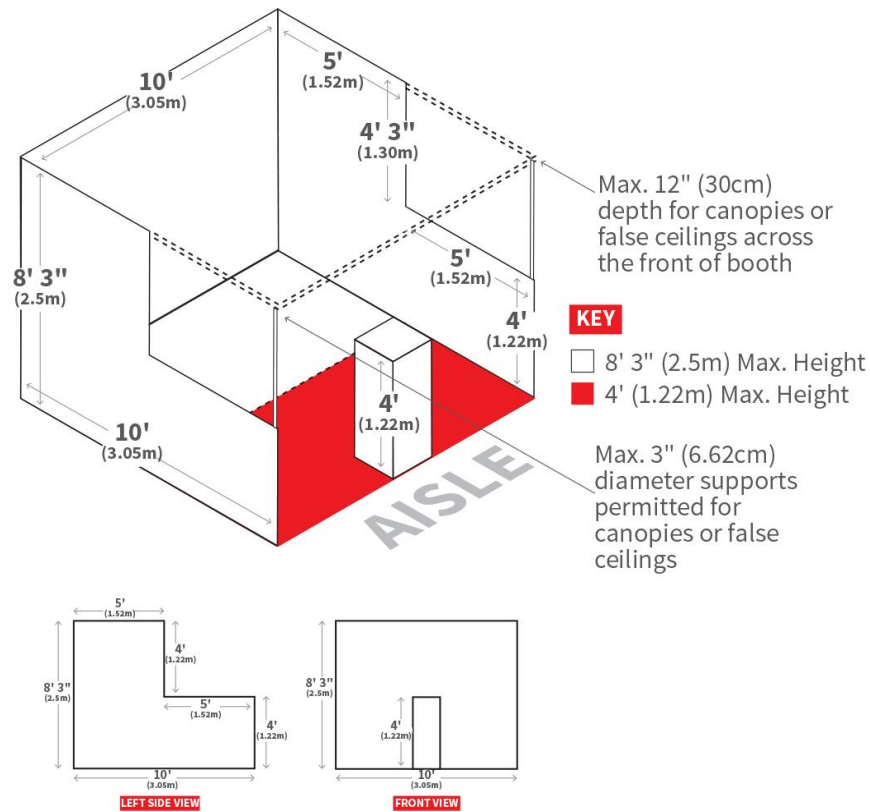
- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- Hanging signs are allowed with approval.
- Booth structure cannot exceed 16ft (4.88m) in height.
- Hanging sign cannot exceed 20ft (6.10m) in height from the top of the sign to the floor.



- **Multi-Story Booth:** All multi-Story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times.



- Canopy / Ceiling Regulations:** Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. All canopies, false ceilings and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited.



- Pop-Up Tent:** Pop-Up Tents are collapsible frames with 4 legs and a canvas cover. **Pop-Up Tents are not allowed.**



## Hanging Signs and Ceiling Rigging

### Hanging Sign Regulations:

Hanging signs will only be permitted in Booth Blocks, Island Booths, Peninsula Booths and End-Cap Peninsula Booths (20ft x 20ft or larger). Hanging signs are not permitted over In-Line Booths or 10ft x 20ft End-cap Peninsula Booths. **Signs hung without approval will be removed at the exhibitor's expense.**

**Definition:** An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphics or identification.

**Height:** Hanging identification signs and graphics will be permitted to a maximum height of 20ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths.

**Intent:** Hanging signs are part of the overall exhibit presentation. All identifying signs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

**Please contact Freeman to order rigging and confirm service availability. All Hanging Signs must be shipped to Freeman Advanced Warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung.**

### Lighting/Truss:

Exhibitors intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.